



To: Dianne Steinhauser, Executive Director

From: Bill Whitney, Project Manager

Date: April 27, 2007

Subject: Marin Local Agency On-Call Support Services
Pre-Qualified Consultant List

Background

On October 24, 2006 TAM released a Request for Qualifications for On-Call Technical Support for the Delivery of Transportation Projects in Marin County, as amended on January 17, 2007 (attached). On February 16, 2007 TAM accepted 23 Statements of Qualifications from interested firms.

On April 6, 2007 a selection review panel evaluated these SOQ's and created a "recommended list" of consulting firms who best met the requirements of the RFQ. The selection panel evaluated the SOQ's based on the requirements of the RFQ. The general criteria used to evaluate the SOQ's was as follows: 1) did the firm meet the requirements of the RFQ, 2) did the firm demonstrate competence and provide examples of past accomplishments for a given range of project sizes and types, 3) the qualifications of the project manager and project team members, and 4) local experience and familiarity with Marin County Public Agencies.

Pre-Qualified List of Consulting Teams

The teams selected as part of the qualifications based selection process will be placed on a pre-qualified list of available consultants maintained by TAM for a period of two (2) years from the date of release. Prior to expiration of the pre-qualified list of consultants, the success of the process will be evaluated. Should it be determined that this effort has aided and assisted local agencies in the delivery of transportation projects then a new RFQ will be released for future use.

The attached list of qualified consulting teams has not been ranked. All pre-qualified teams have been determined to meet the potential needs of TAM and the local agencies as described in the RFQ.

Retention of Consulting Teams

Local agencies will need to consider their agencies adopted contracting policies while using this list of pre-qualified consultants. The local agencies will also need to consider the

transportation funding source while selecting teams from this pre-qualified list of consultants. The RFQ included general requirements and statements for the use of federal, state and local funds. Local agencies and consulting teams shall consider the source of funds during the selection process. For federally funded projects, the local agency will likely request more than one consultant from the list to submit a proposal so that the work can be awarded based on a competitive basis.

The pre-qualified list has been created in a format to allow local agencies to identify which team provides the desired technical function to assist them with project delivery. The intent of this list is to provide the local agency with a pre-screened group of firms who have expressed interest in providing technical services in the County.

Consultant Rotation and Evaluation

Every effort will be made to “spread the work around”, but no guarantee is made that any given consultant on the list will receive work within the two-year period. Local agencies will be asked to provide a notice of award once a consultant has been selected. This information will be tracked by TAM and made available to other local agencies for their consideration during consultant selection. Local agencies will also be asked to provide a brief evaluation of the services provided for future use and consultant selection.

Recommendation

Release the short list of pre-qualified consulting firms and notify the responders of the results. Local agencies will be informed of this list of qualified consulting firms and encouraged to utilize these firms to assist them in the delivery of transportation improvement projects.

Attachments:

- 1) Request for Qualifications for On-Call Technical Support for the Delivery of Transportation Projects in Marin County, as amended on January 17, 2007
- 2) Pre-Qualified List for On-Call Technical Support for the Delivery of Transportation Projects, dated April 27, 2007

File: 6.01.04 Local Agency on-Call RFQ